

ALISON L. CAMACHO

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EDUCATION

Master of Arts in Applied Linguistics and English as a Second Language January 2006
Georgia State University Atlanta, GA

Bachelor of Arts in International Studies May 1998
The University of South Carolina Columbia, SC

PROFESSIONAL EXPERIENCE

Co-Director July 2015 – present
Georgia State University – Intensive English Program Atlanta, GA

Appointed co-director of the Intensive English Program, Department of Applied Linguistics/ESL by department chair. Responsibilities include:

- Overseeing administration and programming of mid-sized Intensive English Program.
- Managing day-to-day operations of the IEP, including student registration and changes on Banner, student and faculty issues, academic advising and concerns, and specialized inquiries and requests.
- Developing and implementing marketing plan for IEP student recruitment and retention, including designing new IEP website and gathering information on working with agents.
- Supervising curriculum development and implementation, including the development of a new selection of course electives for IEP students.
- Collaborating with IEP co-director on projection, preparation and analysis of the annual program budget, strategic planning, program re-structuring, hiring, and faculty observations and evaluation.
- Projecting enrollment needs and scheduling teaching assignments for lecturers, GTAs, and part-time instructors (25+) each semester in 30 – 50 course sections/semester.
- Selecting GTAs and PTIs for semester faculty appointments.
- Creating proposals and budgets, and completing administrative tasks for special and professional programs, including the pre-LL.M. program.
- Serving as primary liaison for the IEP with other campus units such as Undergraduate Admissions, Student Accounts, Auxiliary Services and Sponsored Billing.
- Chairing monthly lecturer meetings and end-of-semester retreats.
- Supervising IEP staff in consultation with co-director and AL/ESL Chair and following GSU policies.
- Planning events and supervising faculty for all IEP activities (e.g. orientations, receptions, student assembly, student activities, tutoring).
- Sharing professional development opportunities with IEP faculty and staff.
- Monitoring and maintaining enrolled IEP student documents (e.g. email lists, course schedules).
- Representing the interests of the IEP both on and off campus through active participation in professional organizations (e.g. UCIEP listserv) and attendance at professional conferences (e.g. English USA) as well as on campus advocacy efforts.

Lecturer
Georgia State University – Intensive English Program

January 2011 – present
Atlanta, GA

Visiting Lecturer
Georgia State University – Intensive English Program

August 2008 – December, 2010
Atlanta, GA

Following the Intensive English Program's curriculum, teach a variety of ESL courses to pre-matriculated students:

- Structure & Composition I, II, IV & V
- Extensive Reading I, II, III, V
- Academic Writing for University Exams III
- Oral Fluency II
- Oral Communication II, IV, V
 - Revamped the materials for the level IV Oral Communication course to create a study guide and learning modules with a current events sustained content focus (the previous content was communications/media with the use of an oral communication textbook)
- Reading & Listening for Academic Purposes IV & V
 - Revamped the materials for the Reading & Listening for Academic Purposes IV course (2010 – 2011), creating a new course study guide and various other materials with the sustained content focus of Marketing (the previous content was Sociology)

Departmental Participation:

- IEP Curriculum Coordinator August 2013 – present
- IEP Curriculum Committee Member January 2011 – present
- IEP Strategic Planning Committee Member August 2011 – present
- Cooperating Teacher for AL 8900 Practicum Students August 2009 – present
- IEP Director Search Committee Member August 2014 – November 2014
- IEP Lecturer Search Committee Member December 2011 – March 2012
- IEP Student Issues Committee Member August 2011 – December 2012
- IEP Student Issues Committee Member August 2008 – May 2009

University Service:

- GSU Undergraduate Research Conference Judge April 2015
- GSU Undergraduate Research Conference Proposal Reviewer February 2014 & 2015
- IEF Scholarship Essay Review Committee (ad hoc) May 2011 & 2012

Director
GSU and Soka University– Summer Cultural Exchange Program

August 2015
Atlanta, GA

Directed a two-week Summer Cultural Exchange Program for a group of 13 Japanese students and 1 faculty chaperone from Soka University - Japan

- Responsibilities: coordinating housing, program schedules, transportation, social / cultural / educational activities, medical needs, conversation buddy partnerships, guest lectures and special events (orientations, closing receptions) for program participants; hiring and supervising instructors and coordinators; managing a budget of over \$27,000; purchasing necessities for student apartments and all activities.

Project Director June 2014 – April 2015
Iraq University Linkage Program 2014 – 2015 Project Grants Atlanta, GA

Awarded grant from the Iraqi University Linkages Program (a project sponsored by the U.S. Embassy) to develop and conduct training for a materials design and development project for faculty from the University of Baghdad. Worked online with project participants to discuss materials development and design and develop a suite of course materials for literature courses at the University of Baghdad. Organized a site visit to Georgia State University and conducted training sessions for participant. Collaborated with partner to write proposals and deliver two conference presentations as well as developing a train-the-trainer workshop for Iraqi colleagues.

Logistics Coordinator & Instructor January 2012 – December 2013
Georgia State University & University of Baghdad Linkage Program Atlanta, GA

Serving as logistics coordinator for the Iraqi University Linkages Program (a project sponsored by the U.S. Embassy).

- Responsibilities: made/making all pre-arrival arrangements for Iraqi visitors for four visits: March 2012 UB chairs and deans visit, July 2012 UB faculty visit, July 2013 UB faculty visit & November 2013 career center director visit (flights, accommodations, cultural / social activities, health insurance, class observations, meetings, workshops, receptions, local transportation); assisting Iraqi visitors during their stay (airport pickup, welcome orientation, social/cultural activities, escorts to classes, meetings, & events); assisting the directors with organizing reports, budgets, and communications with Iraqi faculty & teaching a workshop on Classroom Observations, Management & Practices (Summer 2013).

Instructor Spring 2011
Georgia State University & University of Baghdad Atlanta, GA

Taught a two-week online course on curriculum and materials design to faculty from the University of Baghdad. Developed materials and posted them on the online classroom website. Recorded videos of interviews with instructors. Facilitated online discussions.

Instructor Spring 2010
Georgia State University – Middle East Institute & Gazi University Atlanta, GA

Taught an academic listening and speaking class and developed and administered placement tests and interviews for visiting scholars from Gazi University, Ankara, Turkey.

Director Summer 2010 & 2011
Georgia State University – Summer Cultural Exchange Program Atlanta, GA

Directed a four-week Summer Cultural Exchange Program for groups of 15 – 20 students and faculty chaperones from Peking University's Health and Science Center (China) and Gangneung-Wonju National University (South Korea).

- Responsibilities: coordinating housing, visa arrangements, program schedules, transportation, social / cultural / educational activities, medical needs, undergraduate classroom observations, conversation buddy partnerships, guest lectures and special events (orientations, closing receptions) for program participants; hiring and supervising instructors and coordinators; managing a budget of over \$40,000; purchasing necessities for student apartments, and teaching the academic listening and speaking course.

Lecturer August 2007 – August 2008
University of Florida - English Language Institute Gainesville, FL

Taught all language skills to pre-matriculated ESL students of varying levels of proficiency with an instruction load of 15 hours per week; developed materials and program exit assessment tools; worked with undergraduate language assistants; administered and scored placement tests.

English Language Fellow September 2006 – July 2007
United States Embassy & Secretaria of Education Durango, DGO Mexico

Worked primarily as a teacher trainer and curriculum reviewer for the Department of State's English Language Fellow Program.

- Responsibilities: delivering teacher training seminars and workshops to both in-service and pre-service teachers; giving presentations to promote study abroad/international exchange and language education; evaluating and reporting on a pilot program of English in the public primary schools (Programa Piloto de Ingles en Primarias) for Secretaria of Education officials; designing materials and tests; observing classes and giving feedback to instructors; organizing and coordination a teaching conference and teaching English classes.

English as a Second Language Instructor Summer 2006 & 2009
Georgia Institute of Technology – Language Institute Atlanta, GA

Taught a variety of language skill courses to advanced and lower-advanced level ESL students; used NetOp computerized teaching software to supplement writing course instruction; designed and developed evening public speaking course, which included impromptu speaking activities as well as prepared speeches and presentations.

English as a Second Language Instructor October 2002 – May 2006
Kaplan Test Preparation Atlanta, GA

Taught test preparation courses (Test of English as a Foreign Language (TOEFL)), academic English courses, and general English structured study courses to students of varying proficiency levels; proctored weekly, internet –based TOEFL practice tests and provided feedback for students.

Associate English Programs Coordinator October 2005 – May 2006
Kaplan Test Preparation Atlanta, GA

Worked with academic administrator to assist with the planning and coordinating of several components of Kaplan's English programs.

- Responsibilities: training and advising new instructors; marketing Kaplan's English programs through presentations and workshops at several local universities and conferences; planning and facilitating student activities and cultural immersion events; conducting new student orientation sessions; monitoring and ordering textbooks and teaching supplies; and creating and posting teaching schedules.

Program Coordinator – Egyptian Teacher Training Initiative March 2002 – October 2002
Georgia State University Atlanta, GA

Served as American Ambassador to Georgia State University's Egyptian Exchange Program.

- Responsibilities: facilitating housing, transportation, medical, and religious needs; planning and organizing special social/cultural activities and events, including orientations to American culture, tours of Atlanta and surrounding areas, high school classroom observations, museum visits, and field trips; coordinating receptions, presentations and conferences for participants.

ESL Instructor
Language Intelligence Ltd.

August 2001 – March 2002
Corning, NY

Tutored Corning Incorporated business professionals and their families; taught conversational, vocational and business English privately to students of diverse cultural backgrounds, experiences, levels and ages; scheduled lessons; set up course objectives; assessed language proficiency; evaluated student progress; recorded class activities; created materials; provided feedback to students; and coordinated with students' employers and family members to ensure that students received necessary instruction.

EFL Instructor
Japan Exchange and Teaching Program – Oyama High School

July 1998 – July 2001
Toyama, Japan

Team-taught with a Japanese teacher to deliver 15 lessons in oral communication / writing per week reaching over 600 beginner-level 1st – 3rd year high school students; trained and counseled new English teachers; planned and coordinated several social and cultural activities for students (speech contests, cultural exhibitions, cross-cultural meetings); assisted Toyama prefecture officials in making the listening assessment tapes for the standardized High School Entrance Examinations.

AWARDS & HONORS

- ♦ Professional Development Scholarship, Teachers of English to Speakers of Other Languages International, March 28 – 31, 2012
- ♦ Intensive English Program Outstanding Teacher Award, Georgia State University, April, 2010
- ♦ Certificate of Appreciation, U.S. Embassy, Mexico City, June, 2007
- ♦ Graduate Academic Excellence Award, Department of Applied Linguistics and ESL, Georgia State University, April, 2006

CONFERENCE PRESENTATIONS

- ♦ AbdulSattar Abdulatif, I. & Camacho, A. (February, 2015). *Lessons in a Collaborative Materials Development Project*. Atlanta Area IEP Mini-Conference. Atlanta, Georgia.
- ♦ AbdulSattar Abdulatif, I., Camacho, A. & Daugherty, J. (February, 2015). *Using Activity and Movement to Promote Learning*. Atlanta Area IEP Mini-Conference. Atlanta, Georgia.
- ♦ Abdulmajeed, M., Camacho, A., Jouda, A. & Shiltagh, G. (March, 2014). *From Talk and Chalk to Abundant Interaction: Perspectives on Interactive Teaching at the University of Baghdad*. American Association for Applied Linguistics. Portland, Oregon.
- ♦ Camacho, A., Daugherty, J., & Ricker, A. (October, 2013). *Student-Faculty Interaction Outside of Class: Office Hours and Emails – An Experiment and Analysis*. Georgia TESOL Conference. Atlanta, Georgia.

- ♦ Abdulsattar Abdulatif, I. Azeez Abdulmunem, R. & Camacho, A. (March, 2013). *Activities for Bookworms: Strategies in Extensive Reading*. TESOL Arabia Conference. Dubai, United Arab Emirates.
- ♦ Camacho, A., Delk-Le Good, C. & Friginal, E. (February, 2013). *Venturing Outward: Special Programs and IEPs*. Atlanta Are IEP Mini-Conference. Atlanta, Georgia.
- ♦ Camacho, A. & Ricker, A. (October, 2012). *How to get them engaged...even when teaching APA*. Georgia TESOL Conference. Atlanta, Georgia.
- ♦ Camacho, A. (April, 2012). *Engaging Technological Tools in the Second Language Writing Class*. South Central Association for Language Learning Technology (SOCALLT). University of Colorado Boulder. Boulder, Colorado.
- ♦ Camacho, A., Campbell, M., Barandica, C. & Malafeeva, I. (April, 2012). *How to get them engaged...even when teaching APA*. University System of Georgia Teaching and Learning Conference. Helen, Georgia.
- ♦ Camacho, A. & Starrick, A. (September, 2011). *Lessons in a collaborative approach to creating a skills-based sustained content course*. Georgia TESOL Conference. Augusta, Georgia.
- ♦ Camacho, A. (September, 2009). *Teaching Public Speaking and Presentation Skills in Oral Communication Classes*. SETESOL Conference. Atlanta, Georgia.
- ♦ Camacho, A. (September, 2009). *Videotaping ESL/EFL Students for Increased Motivation, Proficiency, Interaction and Fun*. SETESOL Conference. Atlanta, Georgia.
- ♦ Camacho, A. (November, 2008). *Videotaping ESL/EFL Students for Increased Motivation, Proficiency, Interaction and Fun*. Georgia TESOL Conference. Jekyll Island, Georgia.
- ♦ Camacho, A. (May, 2007). *Academic Plenary: Diversity in the EFL/ESL Classroom and Fostering Cultural Discussions through Narrative Country Songs*. MEXTESOL Durango Chapter Regional Convention, Durango, DGO, Mexico.
- ♦ Camacho, A. (May, 2007). *Teaching Under Adverse Circumstances: Large, mixed-ability classes*. MEXTESOL Durango Chapter Regional Convention, Durango, DGO, Mexico.
- ♦ Camacho, A. (January, 2007). *Using Online Discussion Forums in ESL/EFL Classrooms to Enhance Reading/Writing Relationships*. 1st Latin-CALL Conference: Professional Computer Assisted Language Learning Made Possible for Latin-American Learners. Centro Universitario de Auto-Aprendizaje en Lenguas – UJED. Durango, DGO Mexico.
- ♦ Camacho, A. (September, 2005). *Next Generation TOEFL Seminar*. For Admissions Departments at Georgia Institute of Technology, Georgia State University and Emory University.
- ♦ Camacho, A. (July, 2005). *Next Generation TOEFL Seminar*. Georgia Association of International Educators Summer Conference, Chattahoochee Technical College, Marietta, Georgia.
- ♦ Camacho, A., & Lee, K. S. (March, 2005). *Innovative Pairing and Grouping Techniques*. Graduate Student Forum at the TESOL Conference, San Antonio, Texas.

PUBLICATIONS

- ♦ Abdulsattar, I., Azeez, R. & Camacho, A. (2014). *Activities for Bookworms: Strategies in Extensive Reading*. in McLaren, P., Al-Hamly, M., Coombe, C., Davidson, P., Gunn, C., & Troudi, S. (Eds.). (2014). *Proceedings of the 19th TESOL Arabia Conference: From KG to Career*. Dubai: TESOL Arabia Publications.

PROFESSIONAL AFFILIATIONS

- ◆ Teachers of English to Speakers of Other Languages (TESOL)
- ◆ UCIEP (University and College Intensive English Programs)
- ◆ English USA
- ◆ Georgia TESOL
- ◆ Japan Exchange and Teaching Program Alumni Association

PROFESSIONAL DEVELOPMENT WORKSHOPS & GUEST SPEAKING

- *Increasing Oral Communication in All Classes.* (01/06/15). Workshop for Spring 2015 instructors together with Margareta Larsson and Jean Daugherty.
- *Engaging Activities for ESL Students.* (11/03/11). Guest Speaker in Louse Gobron's AL 8900 Practicum Class.
- *Interactive and Engaging Activities and Techniques.* (09/23/11). Professional development Workshop for Graduate Teaching Assistants.
- *Tutoring Students in Preparation for the TOEFL iBT.* (10/2010). Professional Development Workshop for IEP Tutors.
- *Fighting Fear and Fielding Questions.* (10/2010). IEP Student Workshop.
- *Teaching Abroad.* (07/2010). Guest Speaker in Pamela Pearson's AL 3051 – Methods of Teaching English as a Foreign Language Class.
- *Classroom Management.* (01/2010). Professional Development Workshop for Spring 2010 IEP Teachers in collaboration with IEP lecturers Margareta Larsson and Debra Snell.
- *Debunking Stereotypes: Teaching EFL in Japan.* (05/2010 & 06/2010 & 06/2009). Guest Speaker in Yanbin Lu's AL 4151 – Culture and Language Learning Class.
- *Teaching EFL in Japan & Mexico.* (04/2009). Guest Speaker in Dr. Diane Belcher's AL 8330 – Intercultural Communication Class.
- *Public Speaking Skills.* (04/2009). IEP Student Workshop.

PROFESSIONAL SERVICE

- Proposal Reviewer. (07/2012). TESOL 2013 International Convention.
- IEF Scholarship Essay Review Committee. (03/2011 & 03/2012). Georgia State University Office of International Affairs – Study Abroad Programs.

REFERENCES

- ◆ Dr. Kay Davis
Former Regional English Language Officer (RELO) (now retired)
Embassy of the United States of America
Email: relokay@hotmail.com
- ◆ Dr. Gayle Nelson
Professor, Department of Applied Linguistics and ESL
Georgia State University
Email: gaylenelson@gsu.edu

- ◆ Dr. John M. Murphy
Professor, Department of Applied Linguistics and ESL
Georgia State University
Email: jmmurphy@gsu.edu